

**MINUTES OF THE MEETING OF THE HILLVIEW COMMUNITY CENTER
PROJECT TASK FORCE OF THE CITY OF LOS ALTOS, HELD ON TUESDAY,
AUGUST 26, 2017, AT 9:00 A.M. AT HILLVIEW COMMUNITY CENTER SOCIAL
HALL, 97 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA**

ROLL CALL

PRESENT: Claudia Coleman (Chair), Maria Bautista, Brian Cilker, Stuart Eckmann, Stuart Klein, Cathy Lazarus, Barbara Loebner, Susan Mensinger, Dennis Young

ABSENT: Philip Chou, Katherine Cushing

PUBLIC COMMENTS

Los Altos resident Carlos Shaw urged the Task Force to consider equitable distribution of resources especially in relation to South Los Altos residents.

Los Altos residents Birgitte Goosen, Community Center Alliance (CCA) Steering Committee member and Maria Lonergan, CCA Chairperson, offered the CCA's assistance to the Task Force in conducting community outreach. Ms. Goosen advocated for the use of technology as a method of outreach. Ms. Lonergan expressed that the CCA has researched best practices for a thorough Community Center development process, which she is willing to share with the Task Force, and also requested a transparent process for vetting priorities.

Los Altos resident Frank Martin expressed concern over the Community Center development process and his feeling that Seniors have not been adequately reached to provide their comments on the project.

Doris Torbek, Los Altos resident and Senior Commissioner explained that Seniors have provided input on the project, which was included in the STRATAap report and suggested the Task Force review that feedback. Ms. Torbek would like the new community center to include a senior lounge with good coffee, easy access points for users, flexible or multi-use space and a private healthcare space.

Diane Schmidt, representing Friends of the Library, explained that the organization does not need space in the new facility but would like the Task Force to publicly acknowledge that they do need space that is close to the library. She urged the Task Force to consider recommending that the City retain one of the buildings from the old community center, which could be used by Friends of the Library.

DISCUSSION ITEMS

1. Receive information and announcements from City staff

Process Liaison, J. Logan noted that letters and emails received from the public have been shared with the Task Force (TF) and are included in the Public Binder. She also announced that TF member Philip Chou would be coordinating a "pop-up" outreach event at the Los Altos Main Library on September

2, 2017 at 10 AM. Any TF members are encouraged to attend the event to serve as Community Center Ambassadors, given there are no more than five members in attendance at a time. Sarah Henricks, Management Analyst, will share the email from Mr. Chou with the TF and coordinate member attendance. Ms. Logan also informed the TF about a request from Public Arts Commissioner, Maddy McBirney, to meet with members of the TF and shared a presentation about the Public Arts Master Plan. Ms. Logan again reminded the group that fewer than five members may meet with Ms. McBirney.

Finally, Ms. Logan explained to the TF that staff would be observing the day's meeting and identifying emerging themes that will guide the development of the staff report which will be sent to City Council prior to the September 26, 2017 Study Session.

2. Approve minutes of the meeting of August 8, 2017

Upon a motion by Task Force member Dennis Young, seconded by member Susan Mensigner, the Task Force unanimously approved, 9 – 0, the minutes of the August 8, 2017 meeting.

3. Task Force member reports

Task Force member Barbara Loebner stated that she visited the Cupertino Senior Center and learned that there was a lot of cross-programming and observed it has a very nice and highly used lounge. She opined that including a nice sitting area in the new community center may be a well-used space. After speaking with a representative from the Cupertino Center who had also worked at the Quinlan Community Center, she learned the importance of including ample storage to help keep the community center streamlined and functioning. Ms. Loebner also mentioned that she appreciated the aesthetic design of the Cupertino Senior Center, which she described as an ode to the Spanish style of architecture with stucco walls and tiled roofs. Her final comment expressed that the outreach approach the Task Force is taking appears lacking. She does not believe the TF will be able to collect enough information to make informed decisions. She feels it's unfortunate the TF does not plan to do public outreach.

Task Force member Maria Bautista has been speaking with different segments of the community and the question that keeps coming up is: Who are we building this community center for? She wants confirmation that presenting a design and sourcing feedback is the more effective process.

Task Force member Susan Mensigner answered that the piece that she feels is missing is input from the city staff. She specifically wants to be looking ahead and figuring out what trends or future programming needs might be so that this space is usable for the next 50 years.

Task Force member Dennis Young has heard from both sides; a) that there needs to be more outreach and b) that the city has collected enough input. He believes that the group has enough information and would not learn much else from additional outreach at this stage of planning.

Task Force member Stuart Eckman agreed with Task Force member Loebner that more outreach is needed. He would prefer focus group-style outreach so that people are more candid. He would also support more focus on where trends and demographics are heading so the TF can plan accordingly and determine what future needs might be.

4. Review Task Force meeting goals

Janet Tam, Principal at Noll & Tam reviewed the goals of the day's meeting: a) deciding on interior space allocation and b) narrowing to 2-3 site plan options to enable the TF to formulate recommendations for the Study Session with City Council on September 26, 2107.

5. Interior space allocation primer

Trina Goodwin, Noll & Tam Associate Principal, presented the TF with an introduction to interior space design trends, including how effective community center design fosters experiences and the importance of incorporating the spirit of Los Altos into the new community center.

6. Presentation of interior space allocation examples

Ms. Tam led the TF through two interior space examples that Noll & Tam designed with Manny Hernandez, Recreation & Community Services Director. The two examples included, among other elements, administrative space, bathrooms, a lobby, and storage; elements that while flexible, must be incorporated into the final design to keep the new community center functioning. The examples then showed options for flexible, multi-use spaces, dedicated spaces, or specialized spaces. Flexible, multi-use spaces are scheduled for a variety of users and user groups and include flexible furniture arrangements. Dedicated spaces designate a specific, primary user or group, but can be modified for other functions if the primary group is not using it. Specialized spaces are specifically constructed in ways that define the space, like a kitchen, a café, or a kinder-prep room with appropriately sized furniture and fixtures.

7. Interior space allocation exercise

Ms. Tam divided the TF into three groups of three and Noll & Tam representatives led them through an interior space allocation exercise. The groups reported back, then reflected and summarized their findings. All three groups supported the incorporation of a large community room and dedicated space for seniors and kinder prep. The TF also supported creating a teen space, a programmable lobby space, and a flexible shared space program defined by Mr. Hernandez.

8. Site planning primer

James Gwise, Noll & Tam Project Manager and Matthew Gaber, MIG Landscape Architect, led the TF through an analysis of the existing site, including parking and tree conditions. Mr. Gaber spoke about outdoor space becoming additional programming space, as well as serving play, art and sustainability purposes. Mr. Gwise presented the TF with five potential building site options. The TF requested a traffic study, that Noll & Tam explore two-story schemes, and that they consider retaining some of the existing building for interim use or longer use.

9. Site planning exercise

The Noll & Tam team guided the TF to narrow the five potential site options down to 2-3 options from which Noll & Tam can further analyze and bring back to the TF at the September 11, 2017 meeting. The group requested that Noll & Tam bring cost estimates for options #3, #4, and #5, but noted that all schemes should consider the potential impact to the Hillview neighborhood.

PUBLIC COMMENTS

Daryl Nelson, Los Altos resident expressed his concern about having enough dedicated space for Seniors especially considering the major demographic shift of baby boomers working towards retirement.

Los Altos resident Nancy Breneau urged the TF to consider the teen population and suggested a TF subcommittee meet with a group of teens to learn about their needs. She urged the TF to consider a small teen area with a teen-specific entrance, outdoor space, and possibly a small skateboard park or basketball court.

Los Altos resident Maria Lonergan pointed out there is a well-used teen space in the public library. She also expressed concern about the new community center becoming an event space and commented that the Los Altos History Museum has become a wedding and event venue, which has created increased traffic that is not appreciated by those living in the Hillview neighborhood. She also suggested the TF use caution when making spaces too flexible and that recommendations should be politically palatable.

10. Conclusions/consensus

The TF concluded that all decisions needed to keep the bigger picture in mind and consider future needs of the community. The group also came to a consensus that it would like to see cost estimates for site options #3, #4, and #5.

11. Draft report for Study Session with City Council

Process liaison, J. Logan summarized the emerging themes and presented the draft policy questions that would likely be included for Council consideration:

- a) Does the proposed space allocation address current and future needs of a community center?
- b) Does the proposed placement address current and future needs of a community center?
- c) Is the budget projection commensurate with budget allocation?
- d) Can additional budget in the range of \$2-3M be allocated if sufficient rationale is presented?
- e) Does the mission of the TF need to be expanded, remain the same, or changed?
- f) What is the policy position on accommodation of legacy groups who have previously utilized space at Hillview Community Center?
- g) Once product is determined, should current methods of publication to the community be utilized and are more outreach methods needed?

12. Preparation for next meetings: September 11 and September 26

Staff will prepare the preliminary staff report for the September 26 Study Session with City Council and present it to the Task Force at the September 11 meeting. Noll & Tam will provide cost estimates

for the site plan options selected by the Task Force and synthesize TF input gathered during the interior space allocation exercise.

FUTURE AGENDA ITEMS

FUTURE MEETING DATES

September 11, 2017, 7PM, Los Altos Youth Center (LAYC)

September 26, 2017, 5PM, Study Session with City Council, Community Chambers, City Hall

October 3, 2017, 7PM, Community Chambers, City Hall

October 18, 2017, 7PM, Grant Park Community Center, Multipurpose Room

November 7, 2017, 7PM, Community Chambers, City Hall

November 30, 2017, 7PM, Community Chambers, City Hall

ADJOURNMENT

Chair Coleman adjourned the meeting at 1:30 PM.